



## JOB POSTING: FULLTIME CONTRACT POSITION Community Aboriginal Recreation Activator (CARA)

**JOB SCOPE:** The Alderville First Nation is seeking a dependable, enthusiastic individual to fill the position of **Community Aboriginal Recreation Activator (CARA)**. As a member of the Health & Social Services (H&SS) Team, the successful candidate will report directly to the H&SS Manager and will focus on increasing physical activity and participation opportunities by providing recreation programs suitable to the needs and interests of all community members. They will promote healthy and holistic lifestyle choices to the members and residents of the community in order to reduce the incidence of disease.

**Duration:** This is a Full-Time Contract position starting immediately to March 31, 2019 with an *expected extension* pending renewed funding. Standard office hours to apply at 35 hrs per week; **must** be willing and available to work evenings and/or weekends as required.

### **Duties & Responsibilities:**

#### **Key Job Functions:**

- Increase community participation by providing a variety of recreation programs to members of the community;
- Works to grow the volunteer base to assist with the management and coordination of community physical activity programs and services;
- Responsible for the coordination and facilitation of the Community Pool programming and related summer activities.

#### **Key activities:**

- Plans, develops, promotes and implements recreation activities to ensure that all community members have access to sport, recreation and leisure programs;
- Ensures that programs are delivered within guidelines and budgets as a part of the Health & Social Services programming.

#### **Related and other duties:**

- Supervises the CARA Assistant, on-call workers and volunteers;
- Assess the sport and recreation needs of the community; research such programs, funding sources and project requirements in conjunction with the Health & Social Services team;
- Evaluate the effectiveness of programs and identify areas where new programs are needed
- Schedules activities, facilities and volunteers as required; supervises and leads activities for all CARA related programming;
- Develops annual work plan and program budgets
- Develops and submits funding proposals for the CARA program

### **Minimum Qualifications:**

- College diploma or degree in recreation or related social science;
- Demonstrated recreation, sport and leisure program administration, management and delivery;
- Demonstrated experience with training, development and recognition of Volunteers;
- CPR, First Aid and AED; ongoing renewal as required to maintain current certification;
- CANFITPRO certification an asset;
- Events coordination and planning an asset;
- Must have valid Class 'G' driver's license with reliable method of transportation;
- Current Criminal Reference Check and Vulnerable Sector Search required (if position offered).

**Preferred Experience:**

- Excellent verbal and written communication skills with a client & community focus;
- Ability to work in a team environment or independently and to exercise initiative;
- Strong critical thinking skills and the ability to exercise good judgment;
- Ability to instruct, speak in public and facilitate groups, workshops, or one-on-one, in order to consult with individuals, family members and/or other targeted groups;
- Proficient in Microsoft Office Suite, other computer applications and technology.

**Salary:** Alderville First Nation Salary Grid will apply – targeted start rate is \$17.84 - \$18.78 per hour

**Deadline to Apply:** Tuesday, July 3<sup>rd</sup>, 2018 @ 4:30p.m.

**How to apply:** *Applications must include a cover letter, resume and three work-related references and/or letters of reference.*

Applications can be hand delivered to the reception area of the Alderville First Nation Administration Office or:

E-mail to: [mlevesque@alderville.ca](mailto:mlevesque@alderville.ca)

Fax to: (905) 352-3242

Mail to: Alderville First Nation

11696 Second Line Road, Roseneath, Ontario K0K 2X0

Attention: HR Manager, Melissa Levesque

RE: CARA

For full job description, contact Melissa Levesque at (289) 435-2008. We thank all who apply however only those selected for an interview will be contacted.

*Chief and Council retain the right to make the final decision on the selection of the successful candidate.*